EXHIBIT A

CONSULTANT SCOPE OF SERVICES

Enhanced Tax Roll Billing Services

Data Provision. NBS will gather and review data relevant to the district charge. Data will be obtained from various sources, including Association records, City records, Assessor's parcel maps, and County Assessor information.

Quality Control. Perform cross-reference tests looking at the various data sources to ensure the best and most accurate parcel data is available to the Association for calculation of the levy.

Database Maintenance. Maintain and periodically update a database of all parcels within the service area with relevant property characteristic information from the Los Angeles County Secured Roll as well as levy amounts that have been provided by the Association. NBS will annually track and document all parcel changes. Historical parcel changes and levy data will be maintained by NBS.

Delinquency Monitoring. NBS will provide the Association with a comprehensive list of delinquencies after each installment becomes due. This report will show delinquency percentage for the District as well as a detailed list of each delinquent parcel.

Levy Submittal. NBS will annually update the levy for each parcel in the district to include the amount provided by the association. The first submittal to the County will be for FY 2016/17. NBS will submit the amount for each parcel to the County in the format and medium (i.e. tape, diskette) required by the County Auditor-Controller. The Association will be responsible for providing NBS with Council authorization for placement on the tax roll.

Resubmission of Rejects. Levies rejected by the County Auditor Controller will be researched by NBS so the Association can calculate the levy for the newly created parcels. NBS will resubmit the levy for collection on the County Tax Roll. Any parcels that are not accepted to the County for collection will be invoiced with payment to be directed to the Association.

Reporting. Provide an annual Levy Report. The report will include a parcel listing with levy amounts and rate category identifiers (if provided). Parcel and levy data can be provided via a CD ROM, diskette or emailed electronic file, if desired.